### Accounting
Auditing
Banking
Billing
Bookkeeping
Calculating
Computing
Estimating
Figuring
Maintaining
Posting to accounts
Preparing statements
Reconciling

### Analysis
Evaluating
Examining
Analyzing reports

### Architectural Design
Analyzing proposed functions
Assessing existing facilities
Building models
Executing working drawings
Planning lighting and furniture layout
Planning office layout
Planning space allocation

### Arts
Acting
Announcing
Arranging
Carving
Composing
Creating
Dancing
Decorating
Demonstrating
Designing
Directing
Dramatizing
Drawing
Expressing
Memorizing
Miming
Painting

### Bookkeeping
Billing monthly fees and expenses
Monthly bank reconciliations
Posting to accounts receivable and payable
Preparing monthly financial statements
Preparing semi-monthly payroll

### Building / Construction
Analyzing proposed functions
Assessing existing facilities
Building models
Executing drawings
Planning space / layout
Designing
Installing
Operating
Plastering

### Buying (Retail)
Organized holiday sales plans
Organization and execution of merchandising plan

### Counseling
Assessing
Coaching
Developing skills
Diagnosing
Encouraging
Meeting with
Providing counseling services to individuals
Providing information and referral services
Testing

### Communication
Acting
Assisting
Explaining
Expressing
Influencing
Interpreting
Interviewing
Listing
Negotiating
Persuading
Presenting
Reporting
Transcribing
Writing

### Community Relations
Conducting tours
Coordinating public relations efforts
Developing rapport
Facilitating groups
Speaking in public
Presenting Information

### Comparing
Arranging
Selecting
Sorting

### Compiling
Classifying
Collating
Gathering

### Computer
Programming
Creating flowcharts
Creating structured programs
Debugging programs
Establishing coded language
Testing code

### Education / Teaching
Conducting
Demonstrating
Educating
Explaining
Facilitating
Instructing
Mentoring
Planning
Producing

### Engineering
Analyzing
Converting
Designing
Measuring
Preparing
Operating equipment
Resolving problems
Surveying
Testing

### Finance
Accounting
Advising
Analyzing
Auditing
Computing
Designing
Estimating
Examining
Forecasting
Interpreting
Judging
Planning
Preparing
Solving
Studying

### Health
Analyzing
Diagnosing
Examining
Investigating
Listening
Measuring
Preventing
Providing
Specializing
Testing
Treating
Using knowledge of medical terminology

### Hospitality
Attending
Directing
Guiding
Planning
Providing
Scheduling
Serving
Human Relations
Advocating
Assisting
Communicating
Convincing
Counseling
Demonstrating
Explaining
Helping
Influencing
Interpreting
Listening
Negotiating
Persuading
Presenting
Reporting
Suggesting
Teaching
Training

Human Services
Providing support
Counseling
Understanding
Innovating
Adapting
Alterng
Creating
Developing
Modifying

Law Enforcement
Analyzing
Arresting
Collecting
Commanding
Developing policies
Directing
Enforcing
Examining
Guarding
Inspecting
Investigating
Patrolling
Preventing
Protecting
Questioning
Regulating

Lawyer
Advising
Defending
Preparing

Prosecuting
Representing
Researching
Serving

Management
Advising
Analyzing
Approving
Arranging
Assigning
Bargaining
Coaching
Computing
Conducting
Contracting
Coordinating
Delegating
Developing
Directing
Encouraging
Evaluating
Explaining
Hiring
Identifying
Implementing
Instructing
Managing
Meeting
Motivating
Negotiating
Operating
Organizing
Overseeing
Persuading
Planning
Preparing
Presiding
Purchasing
Recording
Running
Serving
Solving problems
Submitting
Supervising
Training

Materials Control
Collecting
Counting

Issuing
Packaging
Placing
Recording
Shipping
Weighing

Personnel
Administering guidelines
Completing evaluations
Conducting orientation programs
Conducting safety programs
Coordinating Affirmative Action plan and reporting
Developing policies and procedures manual
Developing Job opportunities
Handling personnel injury and property damage claims
Handling OSHA and EEOC requirements
Hiring personnel
Interviewing
Interviewing and placing employees
Planning and conducting staff development workshops
Pre-screening candidates
Recruiting and placement
Rewriting employee handbook
Selecting
Testing

Placement
Communicating with training representatives
Contacting employers and candidates
Cooperating with other agencies
Matching candidates and positions
Placing clients in appropriate situations
Presenting at programs
Planning

Administrating
Analyzing
Arranging
Assigning
Cataloging
Collecting
Creating
Designing
Detailing
Developing policies
Diagnosing
Editing
Imagining
Innovating
Inventing
Problem solving
Recruiting
Researching
Reviewing
Setting priorities
Surveying
Team building
Training design
Trouble shooting
Production
Cutting
Loading
Operating
Polishing
Setting up
Sewing
Sorting
Stapling
Tending
Unloading
Welding

Public Relations
Advertising
Contracting,
Coordinating new releases
Creating
Creating presentations
Developing promotional materials
Directing
Influencing
Initiating
Preparing
Raising
Promoting
Real Estate Sales
Closing __% of listings with sales
Providing technical information on construction
Selling homes with total value of __ dollars
Negotiating successfully __% of purchase offers

Religious
Advising
Assisting
Comforting
Counseling
Helping
Preaching

Research
Analyzing
Conducting
Describing
Developing
Evaluating
Experimenting
Explaining
Interpreting
Recording
Reporting
Searching
Solving
Staining
Studying
Testing

Sales
Advising
Assisting
Closing major accounts
Computing
Covering established and new accounts
Demonstrating
Establishing relationships
Expending purchase orders
Explaining
Helping
Initiating major new accounts
Organizing territories and promotions
Persuading
Preparing proposals
Promoting and selling
Providing
Purchasing
Quoting
Selecting
Selling
Talking

Science
Conducting
Developing
Evaluating
Experimenting
Explaining
Mounting
Recording
Researching
Solving
Staining
Studying
Testing

Service
Analyzing
Assigning
Attending
Carrying
Delivering
Handing out
Mixing
Operating
Waiting on

Social Research
Analyzing
Describing
Interpreting
Reporting

Social Services
Assisting
Connecting
Helping
Investigating
Placing

Sports
Balancing
Coaching
Competing
Demonstrating
Judging
Inspecting
Penalizing
Playing
Practicing
Riding
Swimming
Tumbling

Teaching
Conducting
Demonstrating
Explaining
Instructing

Training and Development
Designing and implementing programs
Designing instructional materials
Modifying training content
Supervising and conducting staff workshops
Supervising, coordinating, developing staff training
Training staff in policies and procedures
Writing department procedure manual

Transportation
Collecting
Driving
Inspecting
Moving
Operating

Writing
Analyzing
Creating

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